



Memorandum

Date: November 17, 2022

To: Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: Appointment of Working Group per CDC 98.035

The West Linn City Council directed staff to work with the Committee for Community Involvement (CCI) to appoint working groups per [Community Development Code Chapter 98.035](#). The CCI will provide input on two-separate working groups, one for the Hwy 43 Land Use and Neighborhood Connectivity Plan and one for the West Linn Waterfront Plan.

The role of the CCI in the process is to recommend a purpose, goals, and a list of appointees to City Council for approval. The tentative schedule to accomplish the task is as follows:

November 29, 2022

CCI drafts purpose/goal statements and identifies a representative working group of organizations/individuals to consider recommending to City Council.

December 2022/January 2023

Staff outreach to organizations/individuals identified by CCI to gauge interest in participating and get name of persons who will participate.

January 24, 2023

CCI recommends final goal/purpose statements and working group appointees to City Council

Attached are draft goal and purpose statements, as well as a draft list of organizations/individuals that could be appointed. Hopefully this will be useful as a starting point for the CCI discussion. A separate document is provided for each project and CDC Chapter 98.035 is also attached for reference. One Planning Commissioner is required to be on the working group per CDC 98.035.

If you have questions about the meeting agenda or materials, please feel free to email or call me at dwyss@westlinnoregon.gov or 503-742-6064. As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration.

Working Group

The West Linn Waterfront Plan will complete pre-pandemic visioning work to establish a Waterfront Master Plan for the area adjacent to the Willamette River from I-205 to the Willamette Neighborhood. The planning area is split into three districts (Historic City Hall District, Industrial Heritage District, and Pond Redevelopment District) as each area contains distinct access, topography, infrastructure, and zoning issues to consider. The goal of the project is to complete a draft vision plan, perform public engagement to verify the plan has broad community and stakeholder support, conduct a final transportation analysis, and development a framework of changes to the Comprehensive Plan, Transportation System Plan, Zoning Map, and Community Development Code necessary to implement the vision in the Historic City Hall District and Pond Redevelopment District.

Working Group Purpose

Provide input by reviewing, discussing, and revising the draft documents brought forward by staff and the consultant team and make a final recommendation to the Planning Commission.

Working Group Goals

Evaluate and recommend a final plan that includes:

1. Proposed Draft and Final Preferred Community Vision for the Waterfront Area.
2. Proposed changes to the Comprehensive Plan and Zoning Map for the Historic City Hall District and Pond Redevelopment Districts.
3. Proposed changes to the Community Development Code, inclusive of design standards, for the Historic City Hall District and Pond Redevelopment Districts.
4. Proposed final alignment options, TSP amendments, and financing options necessary to support all modes of travel within the project area.

Working Group Membership

City Council	
Planning Commission	
Historic Review Board	
Willamette Neighborhood Association	
Bolton Neighborhood Association	
Sunset Neighborhood Association	
PGE (Property Owner)	
Belgravia (Property Owner)	
Tribal Representative	
Willamette Falls and Landings Heritage Area Coalition	
Development Professional	
Planning Area Property Owner	
Planning Area Property Owner	

Working Group

The Highway 43 Land Use and Neighborhood Connectivity Plan will evaluate land uses adjacent to the corridor and recommend zoning changes, amended code language, and potentially design standards. The Plan will also include an evaluation of pedestrian and bicycle connections to safely access the corridor from surrounding neighborhoods and recommend prioritized improvements and financing options to adopt into the West Linn Transportation System Plan (TSP). The goal is to create and adopt a plan that provides the opportunity to re-energize the corridor with a mix of housing types, work places, shops, and parks for people of all ages, incomes, and abilities.

Working Group Purpose

Provide input by reviewing, discussing, and revising the draft documents brought forward by staff and the consultant team and make a final recommendation to the Planning Commission.

Working Group Goals

Evaluate and recommend a final plan that includes:

1. Proposed zoning changes to properties adjacent to the Hwy 43 Corridor
2. Proposed code amendments and design standards
3. Proposed pedestrian and bicycle connections
4. Proposed infrastructure improvements and financing options

Working Group Membership

City Council	
Planning Commission	
Economic Development Committee	
Transportation Advisory Board	
Bolton Neighborhood Association	
Robinwood Neighborhood Association	
Chamber of Commerce	
Commercial Developer/Property Owner (ROIC)	
Commercial Developer/Property Owner (Gramor)	
Community-at-Large (business/property owner/resident)	
Community-at-Large (business/property owner/resident)	

98.035 CITIZEN ENGAGEMENT IN LEGISLATIVE CHANGES

- A. Purpose. The purpose of a legislative working group is to provide a forum to discuss different points of view on a proposed land use legislative change.
- B. Creation of working group. New and modified land use legislative changes to this code will be developed by a representative working group of citizens and assisted by planning staff, unless the City Council determines that a working group is not necessary.
1. After receiving direction from the City Council, the Committee for Citizen Involvement shall recommend a purpose, goals, and a list of appointees for each proposed working group to the City Council for approval.
 2. The working group will contain interested stakeholders, a member of the Planning Commission, and a staff representative.
 3. The working group shall comply with WLMC 2.060 regarding the selection of officers and the other generally applicable citizen advisory group provisions.
- C. Conduct of working group meetings.
1. Staff will prepare a suggested draft of the proposed changes. This draft will provide a starting point for discussion and education.
 2. The working group will use the draft as a starting point for discussion, but then reconcile the implications of the draft with the goals established by the Council for the working group.
 3. After each working group meeting staff will incorporate approved changes and prepare an updated working draft.
 4. All working group meetings will be public meetings with an opportunity for anyone in attendance to provide public comment. The meetings and minutes will be conducted in accordance with the Council Rules, West Linn Municipal Code, City Charter, and State law.
 5. In the event a consensus cannot be reached on an issue, the working group will prepare alternatives. Each alternative and its rationale will be presented to the Planning Commission.
 6. Prior to submission to the Planning Commission, proposed code changes will be submitted to the City Attorney for review. The review should be limited to the identification of areas where the proposed language conflicts with other parts of this code, State law or Federal law. As an alternative, legal counsel may attend and advise during the creation of the draft.

D. Presentation to the Planning Commission. When the working group reaches consensus that the code changes are ready, the proposed code changes will be presented by the Director to the Planning Commission pursuant to CDC 98.040(A)(2). If the working group fails to reach a consensus on the code changes, all proposals will be presented to the Planning Commission. Pursuant to CDC 98.110(A), the Planning Commission shall recommend approval, denial, or approval with modifications to the Council. (Ord. 1655 § 8, 2016)



Memorandum

Date: November 17, 2022

To: Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: CCI Annual Report

At the end of every year, the West Linn City Council asks each community advisory group to submit an Annual Report. Staff has drafted and attached a 2022 Annual Report for CCI review, discussion, and feedback. Pay particular attention to the highlighted sections as this is where the primary feedback is required.

If you have questions about the meeting agenda or materials, please feel free to email or call me at dwyss@westlinnoregon.gov or 503-742-6064. As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration.



2022 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association
Committee for Citizen Involvement

Group Leadership

Shannen Knight – Chair

Vicki Olson – Vice-Chair

Meeting Times, Dates & Location

Fourth Tuesday of the month at 5:30pm. The CCI met six (7) times and all meetings were held virtually.

2022 Accomplishments

- Discussed CCI roles and responsibilities.
- Discussed and recommended updates to the CCI Bylaws.
- Discussed and recommended Council implements the 2018 CCI Report on Land Use Process.
- Discussed TIF District public engagement.
- Discussed a goal, purpose, and list of working group members to Council for the West Linn Waterfront Plan.
- Discussed a goal, purpose, and list of working group members to Council for the Hwy 43 Land Use and Neighborhood Connectivity Plan.
- CCI member attended nine CDC Code Amendments working group meetings.

2022 Challenges

- CCI being effective as there are uncertainties on its roles and responsibilities, which are not clear from the bylaws.
- Confusion in the community on engagement in development review projects versus land use planning projects.
- Larger land use planning projects were either wrapping up or not yet initiated, so there was a lack of public engagement plans for the CCI to review/recommend.
- The CCI was never at full capacity of seven members in 2022.

2023 Council Goalsetting

- The CCI requests clear direction from Council on role/responsibility of CCI, i.e., focused on land use planning related engagement and compliance with Statewide Planning Goal 1, or on a broader scope dealing with other policy making issues and general community concerns. Update the bylaws accordingly.
- Direct the CCI to develop a guide of various public engagement tools the City could utilize to varying degrees depending on the scope/need of the planning project.
- Consider appointing the Planning Commission as the CCI and transition this group to a committee focused on Diversity, Equity, and Inclusion issues.

Any additional feedback to share with the City Council?

- *Any feedback to pass along?*
- *Any feedback to pass along?*

DRAFT



2021 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association
Committee for Citizen Involvement

Group Leadership
Shannen Knight – Chair
Vicki Olson – Vice-Chair

Meeting Times, Dates & Location

Fourth Tuesday of the month at 5:30pm. The CCI met six (6) times and all meetings were held virtually.

2021 Accomplishments

- *Provided input for the HB2001 Public Engagement Plan and materials.*
- *Recommended a goal, purpose, and list of working group members to Council for addressing three code amendment projects (HB2001 Implementation, Clear & Objective Standards Audit, and CDC Chapter 96 Amendments).*
- *Researched and discussed how CCI's work in other local cities.*
- *CCI member attended HB 2001/HB2003 work group.*

2021 Challenges

- *Cancellation of meetings first quarter of the year because of staffing shortages.*
- *CCI being effective as there are uncertainties on its roles and responsibilities, which are not clear from the bylaws.*
- *If the CCI role is limited to land use planning related engagement, it limits what the CCI works on. Members argue that the group needs to have more involvement in building community within the city and not just legal matters, policy, etc.*
- *Vacancies within the group are taking longer to appoint as the pool of candidates is limited. CCI suggests that Council consider reinstating the West Linn Leadership Academy to educate and recruit community members for citizen advisory groups.*
- *Transparency issues - public having trouble accessing live meetings and information regarding agendas. CCI needs to make sure the citizens of West Linn have access to agendas and meeting materials. Oversight of public involvement.*
- *Hybrid meetings requested. Recordings of meetings should be accessible from the City website agenda page.*

2022 Council Goalsetting

- *The CCI requests clear direction from Council on role/responsibility of CCI, i.e., focused on land use planning related engagement and compliance with Statewide Planning Goal 1, or on a broader scope dealing with other policy making issues and general community concerns. Update the bylaws accordingly.*
- *Review of the West Linn Land Use Planning Process, CCI Report, July 17, 2018. No action has been taken on this report yet. Requesting direction from Council on this report.*

Any additional feedback to share with the City Council?

- *Other cities, including Oregon City, Tualatin, Forest Grove, and Portland, have their CCI groups tackle all community concerns, and even hold town halls to gather more community input that they then take back to council. This could also mean a more diverse set of community members on CCI if it is not just limited to land use. If CCI's role was to expand to handle all community concerns and really engage more with the community directly, this may make it easier to find residents to serve on this committee.*
- *The meetings can use technical terms which new members are not familiar with. Members are joining the committee not realizing that it does not deal with all types of public involvement, but rather geared to land use planning.*
- *Members are having a difficult time trying to find items on the website. More work needs to be done with transparency. Social media needs to improve to get more information to the public.*